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MEMORANDUM FOR: Chief, Plans and Policy Staff

15 October 1957

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SUBJECT : Intelligence School Weekly Report #42  
10 October through 16 October 1957

I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIES:A. Offices of C/IS

(1) Volume I Number 4 of the Studies in Intelligence was distributed on 16 October, after a considerable delay in printing. The Board of Editors will meet at [ ] on 19 and 20 October to consider manuscripts for the Winter issue, Volume I Number 5.

(2) During the week of 14 October [ ] will be instructing a group of foreign nationals for the Operations School.

B. OR Orientation Officer

(1) On 11 October a lecture and question period on "National Intelligence Organization and Functions" was given at the Army Intelligence Center, Fort Belvoir, to the members of the Officer Advanced Course.

(3) On 10 October three 15-minute briefings were conducted for IAC guests attending the Intelligence Products Exhibit.

(4) The CIA Introduction was conducted on 14 October for [ ] persons.

C. Intelligence Orientation

(1) [ ] will be the instructors for an Orientation Course for Support Personnel at [ ] 16-17 October. The course will consist of lectures on The History of American Intelligence and The Intelligence Community and CIA. There will also be a film on Air Force Intelligence and time for class discussions.

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(2) Intelligence Orientation #14 ended on Friday, 11 October. All instructors agree that the student body was one of the most responsive of the last several months.

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(3) [ ] visitors from IAC Agencies attended the Intelligence Products Exhibit on Thursday, 10 October, in the R & S Auditorium. A complete revision of the floor plan made the Exhibit more attractive and the visitors more manageable.

(4) The scheduling of the CIA Support Exhibit on Wednesday afternoon and the Intelligence Products Exhibit on Thursday morning of the second week was found far more satisfactory than the previous arrangement under which both were presented on the same day.

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(5) [ ] conferred with [ ] OBI, and [ ] C/VAS/TR, on 14 October, concerning the development of a new OBI Exhibit. This will be followed by other discussions as ideas for the exhibit become more concrete.

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#### D. Intelligence Production

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(1) [ ] began participation in the instruction of the Intelligence Techniques course last week.

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(2) Instructional Techniques #28, taught by [ ] was concluded on 11 October. [ ] students completed this course.

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#### E. Operations Support

(1) At the request of the Operations Support Faculty, Mr. [ ] Chief, FP, WE Division, suggested a case for use in Operations Support. The case, which has been prepared as an Operational Aid, is a very successful operation conducted [ ] The OA is presently being studied to determine its suitability. The search for case material is being coordinated with [ ]

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(2) [ ] is working in a liaison capacity between OTR and Logistics in the preparation of a script and pre-filming planning for the movie on Logistics which OTR plans to produce in the near future.

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(3) [ ] presented the Personnel Support material to Intelligence Orientation. Subsequently, he discussed the scope and content of this lecture with [ ] Executive Officer, Office of Personnel, who attended the presentation. Increased Personnel coverage is being considered and more emphasis may be placed on Career Staff coverage.

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(4) Three large charts have been obtained by [ ] to supplement the visual aids now being used in the Pay and Allowances presentations. These charts assist primarily in drawing clearer distinctions between certain allowance areas. [ ] and [ ] are now planning the revision of other training aids.

(5) [ ] visited the Dispatch and Fouch Section of RI where they reviewed and approved the test problems prepared by [ ] for Operations Support. This check was made to make certain that the test dispatches are in accordance with the latest RI rules and regulations.

#### F. Clerical Training

(1) During the week of 7 October there were [ ] people in Clerical Induction Training. Of these, [ ] were entering class for the first time. During the same period, there were [ ] people in Clerical Orientation. The Induction training load is stabilized at a fairly high level, almost exactly the same as at the corresponding period last year.

(2) The results of the official tests administered by Clerical Induction to entrance-on-duty employees for the week of 7 October were as follows: Of [ ] people tested in shorthand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

(3) Clerical Refresher Training #73 began on 14 October with [ ] students enrolled. There are [ ] from DD/P, [ ] from DD/I, [ ] from DD/S, and [ ] from DE. [ ] students were withdrawn after the pre-tests were administered because their skills were insufficient to permit them to join even the lowest level of class instruction. The Training Officers agreed that they needed outside assistance in learning the fundamentals of the skills before they can attend Clerical Refresher.

(4) Clerical Induction reports that an excellent showing was made in the entrance-on-duty tests given the typists and stenographers who entered on duty 7 October. The majority met Agency standards and most of the qualifying scores were impressive. They also reported that the fine attitude of these individuals was in complete contrast to that shown by the employees brought in during the summer months.

#### G. Management Training

(1) Management (Special) for SR began on Monday, 14 October. [ ] persons from SR are attending the course which is being conducted by [ ]

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(2) Basic Management #33 will begin on Monday, 21 October. The course will be given in room 2202, Alcott Hall.

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(3) There are presently [ ] people enrolled for the senior supervision course beginning 28 October. The course will be conducted if at least [ ] people are registered. [ ] has completed the schedule for this presentation (extended to 14 days) and is contacting speakers for some of the sessions.

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(4) The Registrar's office reports inquiries about Introduction to Supervision to be given 2-6 December. No names are being accepted at this time.

(5) The Management Training Faculty has moved to its new quarters in the 2100 wing of Alcott Hall. The furniture was delivered in fine shape and Faculty members are doing well.

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### III. PERSONNEL NOTES

A. [ ] has returned to her office after completing the Intelligence phase of Intelligence Orientation.

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G. [ ] returned from annual leave on 9 October and went on annual leave again on 14 October. His father is still critically ill in New Jersey.

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D. [ ] attended the Washington Adult Reading Improvement Association meeting at the Naval Gun Factory on Tuesday, 15 October.

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